



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE : Receptionist
DEPARTMENT : Hualapai Tribal Court
CLASS : Covered/Non-Exempt
SALARY : \$12.50/Hr.
OPENING DATE: January 13, 2014
CLOSING DATE: January 24, 2014

POSITION SUMMARY:

The primary function of the Receptionist is to greet and assist court users both in person and on the telephone and assist them in the Judicial process, and accept payments for fines. Direct supervision by the Chief Court Clerk and general supervision by the Court Administrator.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Greet and Assist court users both in person and on the telephone and serve as the primary receptionist for the Hualapai Judiciary.
2. Collecting and accounting for fines, bonds, child support and other moneys and properties taken into the custody of the Court.
3. Maintenance and refilling of court forms for the public and courtroom.
4. Providing security for all files, documents and materials filed with or the custody of the courts and insuring that they are not removed from the offices of the clerks and the courts upon the specific instructions of the Judge of the courts.
5. Take and deliver messages for court staff.
6. Maintaining all pleadings, documents and other materials filed with the Court.
7. Must assume the duties of a Court Clerk when needed.
8. Must clerk in a courtroom setting when needed.
9. Help prepare and copy jury summons when needed or as directed by Chief Court Clerk.
10. Must establish priorities in completing daily assignments in a timely and accurate manner.
11. Dependability in following through on all assignments.
12. *Other duties as assigned.*

MINIMUM QUALIFICATIONS/ SKILLS REQUIRED:

1. High school graduate or G.E.D (will allow employee to pass G.E.D within six (6) months)
2. Two years experience or equivalent combination of training, education or experience that demonstrates the potential ability to perform the duties of the Court Clerk or Receptionist.

3. Good knowledge of court procedures including the Hualapai Tribal Law and Order Code, Constitution and other applicable laws.
4. Able to handle irate customers.
5. Good knowledge of standard record keeping practices.
6. Ability to compile and maintain accurate records and maintain confidentiality of information.
7. Ability to read, write, speak, and understands English.
8. Must be able to establish priorities in completing daily assignments and to work independently.
9. Ability to deal with the public and staff in a positive and objective manner.
10. Ability to communicate with other departments and agencies on court procedures to better coordinate court systems.
11. Must have a valid driver's license and be eligible for tribe's insurance.
12. Must be computer literate with working knowledge of Windows 98, Microsoft Word, Access and Excel.
13. Must be willing and able to attend local and out-of –state training as directed by Court Administrator or Chief Judge.
14. Must be familiar with and adhere to code of Ethics for Court Personnel.
15. Position may require work beyond regular business hours.
16. Ability to pass an employment Drug/Alcohol screening process, including random checks.
17. Good people skills
18. Show initiative.
19. Willing to learn and work.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities